

POLICY BULLETIN
CHILD NUTRITION PROGRAMS

CCC 08-06

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SUBJECT: Attention Head Start Parent Child Centers - Claiming Meals for Siblings During Center Events

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Certain Head Start programs, such as those participating in the home-based Head Start Parent Child Center Program, may have a requirement for parents of enrolled children to participate in a parenting skills class at the center, or may require the parents to volunteer at the center for a certain number of hours each month. During the time that the parents are there, a snack or meal may be served. If a “child care situation” exists, meals served to children while their parents are at the center are reimbursable. Also, meals served to siblings of enrolled children accompanying the parents are reimbursable at the same rate as for the Head Start child, as long as enrollment documentation is on file for the siblings as well.

Enrollment documentation is defined as a document signed by the parent to indicate the child had been placed in care at the center. As long as the siblings are enrolled (even though they are not in care on an on-going basis) and reported as part of total enrollment for CACFP purposes, their meals can be claimed. This is in keeping with the spirit of the automatic eligibility of Head Start children to allow siblings in care to be considered eligible for free meals through the automatic eligibility of the brother or sister. "Over income" Head Start children's siblings may be similarly claimed if there is a complete, valid Income Eligibility Form on file with the enrollment documents.

The following are examples of “child care situations” that could make Head Start enrollees’ siblings eligible for meal reimbursement:

Parents get together for discussion or instruction and the children are elsewhere in the center under the care of center staff.

Half the parents watch all the children and serve them snacks while the other half of the parents attend a class.

An example of a situation where no child care is taking place would be if each parent and child sit together during discussion and snack and center staff (or other parents) are never directly responsible for the child care, each parent caring for his/her own child.